Kentucky Commission on Community Volunteerism and Service
Review Process and Selection Criteria for 2007 AmeriCorps Programs

Applicant Name/Organization: _____

Program Name: _____

Reviewer Name: _____

Currently funded program: ☐ Yes ☐ No

Category	Percentage	Sub-Categories and Weights	Proposal Score
Program Design	50% (50 points)	Rational and Approach - 10% (10 points)	
		Member Outputs and Outcomes - 20% (20 points)	
		Community Outputs and Outcomes - 20% (20 points)	
Organizational Capacity	25% (25 points)	No-subcategories - 25% (25 points)	
Cost Effectiveness & Budget Adequacy	25% (25 points)	Cost-effectiveness - 15% (15 points)	
		Budget adequacy - 10% (10 points)	

Total Sore: _____

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EXECUTIVE SUMMARY:

Although the Executive Summary is a requirement of the application, it does not have a point value.

Does the Executive Summary provide a concise overview of the proposed program that summarizes the purpose, need, planned service activities to address the need, anticipated outcomes and how these outcomes will be measured?

Comments:

Specific recommendations/Need for clarification:

Is the organization's mission statement included? ☐ Yes ☐ No

Is a waiver from volunteer recruitment /support requested? ☐ Yes ☐ No

SUMMARY OF ACCOMPLISHMENTS AND OUTCOMES (for currently funded programs only):

Application provides a clear description of the accomplishments, outputs, and outcomes achieved to date in relation to the AmeriCorps performance measures for the current grant period. ☐ **Yes** ☐ **No**

Comments:

Specific recommendations/ Need for clarification

PROGRAM DESIGN

Rationale and Approach - 10 points total

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
Compelling Community Need: • Describes a compelling community need that will be addressed within the target community. • Includes a description of how the need was identified and where it is documented. • **If program will be operating at multiple sites,** demonstrates a compelling need in each community to be served.	0	1	2	
Description of Activities and Member Roles: • Provides a detailed description of activities proposed to address need. • Narrative describes members' roles in these activities and how they relate to addressing the need. • Narrative explains program structure including where members will serve. • Explains how types of member slots requested align with program design and activities (full time, part time, etc.). • Narrative describes how member compliance with prohibited activities will be ensured and monitored by program staff.	0	1	2	
Measurable Outputs and Outcomes: • Narrative describes the measurable outputs and outcomes expected to be achieved as the results of the service activities.	0	.5	1	
Plans for Self-Assessment and Improvement: • Narrative describes plans for tracking and evaluating progress toward meeting and achieving performance measures. • Narrative provides plans for continuous program improvement.	0	.5	1	
Community Involvement: • Narrative describes how target community(ies) was involved in needs and planning process; specifically explains which community partners and stakeholders were involved, roles and responsibilities. • Narrative describes how program will continue to engage partners and stakeholders through the 3-year grant period.	0	1	2	
Relationship to other National and Community Service Programs: • Narrative describes extent which program builds on or reflects collaboration with other CNCS funded programs.	0	.5	1	
Potential for Replication: • Narrative describes the extent to which the program is designed to be replicated. • Narrative discusses plans /strategies for replication.	0	.5	1	
TOTAL SCORE:				

Member Outputs and Outcomes - 20 points total

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
Member Recruitment and Recognition • Narrative describes detailed plans for recruiting members • Narrative describes selection criteria inclusive of qualifications, characteristics or backgrounds • Narrative describes how a diverse corps will be recruited inclusive of members from the communities to be served. • Narrative describes how members will be rewarded for service and how it will demonstrate members' satisfaction with service. • Narrative describes plan for providing incentives to members for skill-building & professional development, educational opportunity, and recognizing member achievements. • Narrative discusses how they will retain members and promote a completion of full term of service. • **Tutoring programs only:** narrative describes strategy for recruiting/selecting members that meet the AmeriCorps requirements for member tutoring qualifications.	0	3.34	6.67	
Member Development, Training, & Supervision: • Narrative describes member orientation. • Narrative describes how program will adequately train member for service, and provide on-going training. • Narrative provides an overview of training curricula/materials and timeline. • Narrative describes a member supervision plan that ensures members will receive adequate support and guidance. • **Tutoring programs only:** narrative describes strategy for training members that meets the AmeriCorps requirements for member tutoring qualifications.	0	3.34	6.67	
Ethic of Service and Civic Responsibility: • Narrative demonstrates how training and service-learning activities include structured opportunities for members to reflect on and learn from their service in order to promote an ethic of service and civic responsibility.	0	3.34	6.67	
TOTAL SCORE				
Member Enrollment and Retention: • **Current grantees only:** narrative provides an explanation for enrollment and retention rates that are below the rates specified in the NOFO. Also included are plans for improving those rates.				
Measurable Outputs and Outcomes: • **Current grantees only:** narrative describes success in meeting performance measures for members (if they have them).				

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Community Outputs and Outcomes - 20 points total

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
Community Impact: • Narrative describes the extent the program is meeting targeted, compelling community needs, OR • **Current grantees only:** narrative discusses the extent the program – • has met community-based performance measures, outputs and outcomes in previous grant cycles and progress to date in the current grant cycle, • is continually expanding and increasing its reach and impact in the community.	0	2.5	5	
Sustainability: • Narrative describes plans for ensuring impact of program in the community beyond the presence of federal support i.e. diversified funding sources; volunteer recruitment will sustain member activities after the grant ends; community will maintain program after project is complete.	0	2.5	5	
Volunteer Recruitment and Support: • Narrative describes how program will use volunteers to expand reach of the program in the community. • Narrative describes how program will recruit, support and recognize volunteers. • Narrative identifies number of volunteers to be recruited and hours served in total and on average, episodic or on-going. • Narrative describes member involvement in volunteer recruitment and support.	0	2.5	5	
Capacity Building: • Narrative describes how program will enhance capacity of sponsoring organization, service sites, other organizations and institutions within the community. • Narrative describes the member's roles in capacity-building activities.	0	2.5	5	
TOTAL SCORE:				

ORGANIZATIONAL CAPABILITY - 25 points total

Reviewers, please be aware of the following Special Circumstances which may affect the organizational capability and may be taken into account:
1) the age of the organization applying and its rate of growth; and 2) whether the organization serves a resource-poor community (i.e. rural or remote, high poverty rate, scarcity of philanthropic and corporate resources);

Sound Organizational Structure

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score

Ability to Provide Sound Programmatic and Fiscal Oversight:
• Narrative provides a brief history of the organization.
• Narrative describes organization's experience in the proposed area of activity and experience in operating a comparable program as to the one proposed. Specific examples of accomplishments and outcomes are included.
• Narrative explains program capacity to manage a federal grant and the ability to provide on-site monitoring of financial and other systems required to administer the grant.
• Narrative explains how an AmeriCorps grant will add value to any existing service activities performed in these areas.
• **Multi-site or statewide initiative models:**
  o Narrative explains how program will support and oversee service sites.
  o Narrative describes process for selecting sites with appropriate capabilities. Also incorporated are criteria set by AmeriCorps Regulations.
  o Narrative describes current or previous programmatic and funding relationships with sites.
  o Narrative describes plans for monitoring site's compliance with fiscal and programmatic requirements.
  o Narrative discusses how it will develop linkages between sites to ensure overall mission and vision is maintained.
	0	2	4	

Board of Directors, Administrators, & Staff: • Narrative describes organization's management and staff structure and how board of directors (if applicable), administration and staff will support program. • Narrative identifies key program and fiscal positions for program; background and experience of key program staff is delineated and/or how staff will be recruited and trained.	0	1.5	3	
Plans for Self-Assessment or Improvement: • Narrative describes how sponsoring organization undertakes ongoing assessment and improvement of systems, staff, structure, etc. to ensure it remains sound and well-managed.	0	1	2	
Plan for Effective Technical Assistance: • Narrative demonstrates how program will provide/secure and fiscal and programmatic technical assistance needed for program/sites. • Narrative describes plans for programmatic/fiscal orientation, training and technical assistance to program/service sites. • Narrative explains how training and technical assistance needs will be identified and responded to.	0	1	2	

Sound Record of Accomplishment as an Organization

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
Volunteer Generation and Support: • Narrative describes how organization recruits/supports a diverse group of volunteers to increase the organization's capacity (as distinguished from how volunteers will be used to expand the reach of the program in the community).	0	2	4	
Organizational and Community Leadership: • Narrative provides examples of how organization has demonstrated leadership and in the community served i.e. awards received by organization/individuals, staff in community leadership positions, participation in community events, task forces, etc.	0	1	2	
Success in Securing Match Resources: **Current grantees only:** • Narrative describes success/challenges in securing match resources for prior grant awards inclusive of current grant cycle.	-3	-1.5	0	

Success in Securing Community Support that Recurs, Expands in Scope, increases in Amount, and is More Diverse:

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
Collaboration • Narrative describes collaborations developed that increase the quality and reach of services provided. • Narrative discusses the roles that community organizations, inclusive of faith-based organizations, play in these collaborations.	0	1.5	3	
Local Financial and In-kind Contributions: • Narrative discusses examples of how contributions have continued over time, expanded in scope, increased in amount, or have become more diverse.	0	1.5	3	
Wide Range of Community Stakeholders: • Narrative describes various types of community stakeholders within the organization. • Narrative discusses examples of how non-financial support from community stakeholders has continued over time, expanded in scope, increased in amount, or have become more diverse.	0	1	3	
TOTAL SCORE:				

COST EFFECTIVENESS and BUDGET ADEQUACY

Reviewers, please note the following circumstances may be taken into account:
1) program age, or the extent which the program brings on new sites; 2) whether the program is located in a resource-poor community (rural, high poverty rate, scarcity of corporate/philanthropic resources); 3) program is located in high-cost or economically distressed area (measured by appropriate federal and state data); 4) reasonable and necessary costs are higher because of serving difficult-to-reach populations or achieving greater impact as evidenced by performance measures and program evaluation.

Cost Effectiveness - Total 15 points

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
Corporation Cost per Member Service Year (MSY): One MSY is equivalent to 1700 service hours. • Cost per Member Service Year is at or below $12,600 (last page of budget)	0	3.75	7.5	
Diverse Non-Federal Support: • Narrative demonstrates how program has or will obtain diverse non-federal resources for program implementation and sustainability • Narrative includes a discussion of the non-Corporation resource commitments (in-kind and cash) obtained, planned commitments to be secured and how that will occur. • Budget indicates source of match funds	0	3.75	7.5	
Decreased Reliance on Federal Support: **Current grantees only:** • Narrative describes the extent program is increasing their share of costs to meet or exceed program goals or the extent the program is proposing deeper impact/broader reach without increased federal costs	-5	-2.5	0	
TOTAL SCORE:				

Budget Adequacy - Total 10 points

	Not Responsive	Marginally Responsive	Responsive	Total
• Narrative discusses the adequacy of the budget to support program design including how it is sufficient to support program activities and is linked to desired 0utputs and outcome	0	5	10	
TOTAL SCORE:				